

INTERNSHIP MANUAL

INTRODUCTION:

The Post Graduate Department of Drawing and Painting was established in 1984. Since then the course has been updated several times to upkeep with the demand of the students and availability of the job opportunities. The last updating was done in the year 2012 with the important course added 'INTERNSHIP'. There are many colleges where this drawing and painting course is being conducted and we were fighting a tough losing battle. Internship gave us that edge that would make this course stand out from other similar drawing and painting courses that are being conducted in the neighbourhood. What is Internship? And why internship? were the two major questions that were faced by the fine art students where the work itself is creative and has the potential of drawing job opportunity and is itself an application of Knowledge. We at Department of Drawing and Painting introduced this internship with the two basic objectives

- 1) Imparting professional knowledge
- 2) Creating self dependent, creative and future ready Artists

There were certain Aims that lead to these objectives which are defined as follows:-

- 1) Developing the ability for time management
- 2) Leadership quality
- 3) Developing Entrepreneurship quality.
- 4) Developing and utilizing the communication skill
- 5) Understanding the commercial needs of the society
- 6) Finance management

What is Internship?

Internship is a guided learning for the fine art students outside the teaching learning ambience of the Institutional learning where the students are applying their knowledge from the structured and processed learning onto professional works/ assignments/ projects. They may be venturing in the various fields/ campuses/ organizations/ Institute to meet their demands. They will have to interact with the people who are having experience in Fine Art for quite some years. They will have to follow their rules and regulation and their structure of

working. Striking the cord with them will be uphill task which they have to do. During this 240 hrs of training they might or might not get paid.

Instructions to the students:-

Before the Internship:-

Internship is the program course in 4th semester and is of 240 hrs. This is calculated as eight hours per day, six days a week and 40 regular days. The internship has been bifurcated into two parts actual 240 hrs of work in the studio/organization/industry and project writing and thereafter presentation when they join back in the department. If by any chance the guiding artist/ mentor/ Institute /organizational head declares an off day or the student is unwell and hence was not able to attend the day at internship then the day is extended by similar number of days of absence.

The students are to identify the guiding artist/ mentor/ Institute /organization of their own interest or in accordance with their specialization of the material/ style or concept. The head of the department or the faculty at drawing and painting department will verify and inspect the venue and then approve.

The students are to write a formal letter to the department head seeking permission and willingness for the internship at the desired location, along with the address, contact details of guiding artist/ mentor/ organization.

During the Internship:-

They should be regular in their work and must abide by the set norms of guiding artist/ mentor/ organization. Their behaviour should be respectful and appreciative as they are representing the University at their place of Internship. They should be maintaining the daily record of their work, interaction and instructions given by guiding artist/ mentor/ organizational head. At the end of the week they should be compiling their week's learning and get it approved by the guiding artist/ mentor/ Institute /organizational head by getting it signed. At the end of the 40 days and 240 hrs of this training period they should be compiling such four reports into one and will be submitting this report to the department duly signed by the guiding artist/ mentor/ organizational head. This project is assessed for 50 Marks and 2 credits. They might like to add photos of their work.

After the Internship:-

The students are to join the department immediately the next day, the day their Internship ends. They are to present the report duly signed by the artist/ mentor/ institute/ organizational head, to the head of drawing and painting department. The students will be informed about the presentation date and time which would be decided in consultation with artist/ mentor/ organizational head and the faculty of the department. This presentation would be with-in 20 days after their Internship ends. This is the assessment where the external (artist/ mentor/ Institute /organizational head) will be present along with the Faculty and the head of the department of drawing and painting.

The Presentation:-

This is the presentation that will highlight the work done at the studio /organization /industry / institute. They may use the highlights from the projects that they have already submitted in the department. Following are the points which must be highlighted in the presentation—

- 1) Their objective of joining Internship at a particular studio /organization / industry / institute.
- 2) Their aim of joining Internship at a particular studio/ organization / industry /institute.
- 3) Proceedure of learning the style / techniques / understanding material that they wanted to study.
- 4) Their achievement of their objectives
- 5) Experience at the Internship at a particular studio / organization / industry / Institute.

They should observe certain code of presentation:-

- I. The length should be 10-12 slides
- II. Time limit for presentation and discussion be 30 minutes
- III. Presentation should be clear and loud.
- IV. Use of ICT is must.
- V. Medium (as in language) is not restricted to English. Hindi / Marathi / Gujarati can also be used.
- VI. Before presenting it in front of the examiner, the presentation must be shown to the guiding faculty from drawing and painting department.

Special Instructions to the students while participating in Internship:-

- a. They should be punctual at the place of internship and should be present at the time given by artist/ mentor/ Institute /organizational head
- b. They should be pleasant and respectful in nature and behaviour with the employer and his / her other staff.
- c. They should dress up in accordance with the place and nature of work so as to uphold the self dignity.
- d. They should remain careful and alert in the environment they are working, so as not to attract unwanted incidents to happen.
- e. They should also pay attention to what is being taught to them.
- f. They should learn, imbibe and improvise upon the valuable suggestions that are being given to them by the artist/ mentor/ institute/ organizational head.
- g. Remaining absent without the knowledge of artist/ mentor/ institute/ organizational head and the faculty or head of the University department of drawing and painting will be marked negatively.
- h. Internees can contact the faculty or head of University department of drawing and painting in case of difficulty.

Guidelines for artist/ mentor/ institute/ organizational head:-

- a. Artist/ mentor/ institute/ organizational head should be giving the orientation in the structured learning and work program that they would like the internees to learn or the students have come to them for learning.
- b. They may like internees to first learn and then do the project on their own.
- c. They will have to assess the internees for their regularity, diligence, grasping power, execution skill, communication skill, eagerness to learn.
- d. A proper muster of their attendance be maintained with the artist/ mentor/ institute/ organizational head.
- e. Once the artist/ mentor/ institute/ organizational head agree to admit trainees into their artist/ mentor/ institute/ organization they should ensure the safety of the internees.
- f. They might/ might not pay the internees but ideally they should pay for any contractual work that the artist/ mentor/ institute/ organizational head might ask the internees to do for them.
- g. The artist/ mentor/ institute/ organizational head will be filling in the form of assessment for the work done by the internees. This format will be given by the University department of drawing and painting.

- h. They are to sign the weekly log report and also the final comprehensive report that has been made by the Internees.
- i. In case any of the interns is remaining absent for more than one day without any valid reason and without informing artist/ mentor/ institute/ organizational head or faculty concerned then it must be conveyed to Head of University department of Drawing and Painting
- j. The artist/ mentor/ institute/ organizational head must supervise and put remark on the every sketch that the interns put before them for their approval.
- k. They will be invited to be the external examiner at the presentation made and presented by the Internees, at the University Department of Drawing and Painting.
- l. The art work produced at the artist studio / mentor studio/ institute/ organization may be given back to the concerned student without any terms and conditions, unless artist/ mentor/ institute/ organizational head has incurred the cost of buying the material during the period of internship.
- m. Under the circumstances as mentioned in 'l' if intern wishes to pay the incurred cost of the material to the artist/ mentor/ institute/ organization then proper provisions be made for the repayment and intern should be allowed take their artwork back.
- n. If for the benefit of the internees the artist/ mentor/ institute/ organizational head enter into the contract work then, the University Department of Drawing and Painting head must be involved into the agreement made with the third party. The benefits in terms of money and acknowledgement should be given to the intern whose work/ sketch has been approved and who has entered in the agreement with the artist/ institute/ organization.
- o. If the internees are not interested in taking their material back with them then the artist/ mentor/ institute/ organizational head must inform the University Department of Drawing and Painting head in written about this and they can use the art work with proper and prior intimation to the intern concerned in written.

Number of Students:-

Since internship is compulsory for the visual art students, all the part two semester four students will be joining the internship program. The department does not have any specific medium student from English, Marathi, Gujarati and Hindi medium background are admitted to the program.

Faculty Advisor's visit to place of internship: Once a month

A. Meeting Requirement:

Discussion with Personnel – quality of work, planning, implementation

B. Internship Procedure:

- **Before the Internship begins**

Matching-batching, orientation of students, faculty & artist/ mentor/ institute/ organizational head, schedule preparation.

- **During Internship**

Visits by faculty advisors, checking their reports, student follow-up, assessing weekly work of students, etc.

- **After completion of the internship**

Agency feedback, students' submission of reports and assessment of Viva.

C. Identifying agencies / organizations

Usually it's the student who shows their interest in working up with a particular artist. The Students selection is based on the style, medium of working and the possibility of expansion of the subject. The faculty Supervisor job is to enter into discussion to find out whether the student will be able learn more from artist/ mentor/ institute/ organizational head or will be repetitive learning. Students are oriented into the method of selection of artist/ mentor/ institute/ organizational head and then finalized.

Evaluation Rubrics for Internship (for the whole period as well as final presentation)

Total Hours 240 credits 8 marks 200

External marks:-

50 for internship period + 25 for Report writing

Viva & Presentation 25marks

Internal Marks:-

75 for evaluation and Rubric

25 Viva & Presentation

Evaluation scheme

Internal, External, reports, weekly reports as well as final report.

PLACES OF INTERNSHIP:-

- A. Artist studio
- B. Computer Institutes
- C. Organization run by Artists
- D. Art Directors
- E. Free lance Photographers who have their own photography studio.
- F. Govt Agencies/ institutes/ Colleges
- G. Art Galleries

Weekly report

Fieldwork Supervisors Report

Date of Report:

Name of field Supervisor:

Name of the Students:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Sr. No.	Date of Visit	Name of the Agency	Name of Field Contact Person	Brief Description of Student's Work	Future Plans

Evaluation Report of Internship

(To be filled by Internal and External Examiners)

Name of the University Dept: Drawing & Painting Department Code: 394

Programme: Masters in Visual Art Semester: IV

Name of the Candidate:

Specialization

Name and Place of the Internship:

Title of Internship Project:

Evaluation Scheme/Marketing Scheme

Sr. No.	Type of Evaluation	Criteria for Evaluation	Marks Obtained			Total
1	External Evaluation (50)	A) External Assessment(25)	-			
		1)Punctuality (5)				
		2)Sincerity (5)				
		3)Initiative (5)				
		4)Commitment (5)				
		5)Attitude (5)				
		B) Skills (25)				
		1)Communication(7)				
		2)Documentation(7)				
		3)Reporting(7)				
		4)Any Other (Execution)				
2	Internal Evaluation (75)	1)Plan and goal of Internship (10)				
		2)Achievement of goal (15)				
		3)Report of activity(25)				
		4)Rubric for evaluation (25)				
		Total				
3	Joint Report (50)		Int . (2 5)	Ext (25)	Total	
		1)Report of Internship (25)				
		2)Viva Voce (50)				
		Total				

Evaluation Report of Internship

(To be filled by External Examiner)

Name of the University Dept: Drawing & Painting Department Code: 394

Programme: Masters in Visual Art Semester: IV

Name of the Candidate:

Specialization

Name and Place of the Internship:

Title of Internship Project:

Sr. No.	Type of Evaluation	Criteria for Evaluation	Marks Obtained			Total
1	External Evaluation (50)	A) External Assessment(25)	-			
		1)Punctuality (5)				
		2)Sincerity (5)				
		3)Initiative (5)				
		4)Commitment (5)				
		5)Attitude (5)				
		B) Skills (25)				
		1)Communication(7)				
		2)Documentation(7)				
		3)Reporting(7)				
		4)Any Other (Execution)				
2	Joint Report (50)		Int. (25)	Ext (25)	Total	
		1)Report of Internship (25)				
		2)Viva Voce (50)				
		Total				

Evaluation Report of Internship

(To be filled by Internal Examiners)

Name of the University Dept: Drawing & Painting Department Code: 394

Programme: Masters in Visual Art Semester: IV

Name of the Candidate:

Specialization

Name and Place of the Internship:

Title of Internship Project:

1	Internal Evaluation (75)	1)Plan and goal of Internship (10)			
		2)Achievement of goal (15)			
		3)Report of activity(25)			
		4)Rubric for evaluation (25)			
		Total			
2	Joint Report (50)		Int . (2 5)	Ext (25)	Total
		1)Report of Internship (25)			
		2)Viva Voce (50)			
		Total			

Appendix C

Internship registration form for student

1. Name of the student:
2. Address:
3. Contact No.:
4. Email :
5. Name of the Agency Supervisor :
6. Contact No.:
7. Date of joining the agency for internship :
8. Date of Completion of Internship :

Signature of Student

Agency Head

Faculty

Appendix D

Students weekly Plan for internship

First Week – Understanding of the agency, field visit to concerned areas of work

Second Week – Involvement in actual activities / Programmes / Services / tasks

Third Week – Initiative in planning / organizing activities

Forth Week – (wind – up work started by students) termination of work.

Appendix E
MOU with Agency for Internship

This MOU is between Department of Drawing and Painting, SNDT Women's University &

Name of the Agency:

1. The intern will work in the agency as per the norms developed for internship by the SNDT Women's University.
2. The intern will work in the agency as per the duties/ work assigned by the agency as per the discussion between the faculty advisor & agency supervisor.
3. The SNDT Women's University will not pay any money towards internship placement.
4. The intern will follow the agency timings & pattern of work.
5. There will be 240 hours requirement so may imply 30 working days or 40 working days depending on the hours of work per day in the agency.

Signature of HOD:

Signature of Fieldwork Supervisor

Appendix F

(In case of out of city / international internship)

Proforma for Undertaking from Parents

Student's Name:

Address:

Tel.no. Mobile:

Age:

Date:

To,

Head,
Department of Drawing and Painting
SNDT Women's University,
Maharishi Karve Vidya Vihar,
Karve Road,
Pune. 38

Respected Madam,

I have read the above rules and regulations and hereby desire my ward to join the Internship during Sem IV for MVA Drawing and Painting from 1st January, 2015 to 15-2-2015. I am aware that my ward is placed in an agency for internship for duration of one month.

Yours Truly,

Parents/Guardian's Name & Signature

Student's Name & Signature

FEED BACK FORM
INTERNSHIP PROGRAMME
DEPARTMENT OF DRAWING & PAINTING

1) Describe your experience about internship program that you had finished?

Ans:

2) Do you feel that you are now ready for professional life?

Ans:

3) Were there any security concerns that were felt by you or your parent?

Ans:

4) Do you think that the department should continue this programme?

Ans:

5) Mention the benefits that you had from internship programme?

Ans:

6) Map your progress?

Ans:

7) Any Suggestions?

Ans:

FEED BACK FORM
INTERNSHIP PROGRAMME
DEPARTMENT OF DRAWING & PAINTING

1½ baVjf'ki izksxzWeckcrpk rpepk vuqHko o.kZu dj\k\mRrj%

2½ vkrk rqEgkl O;kolkf;d thouklkBh r;kj vkgkr vls okVrs dk\mRrj%

3½ lqjf{krsfo"i;h rqEgkl vFkok rpeP;k ikydkauf fpark okVrs dk\mRrj%

4½ Injpk izksxWe foHkkxkus lq: Bsokok vls rqEgkl okVrs dk\mRrj%

4½ baVjf'ki izksxzWekps rqEgkl feGkysys Qk;ns Li"V dj\k\mRrj%

6½ rpeP;k izxrhpk vkys[k |k\mRrj%

7½ vU; lwpuk\
mRrj%